

**Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
Internship Position Description Form**

Date: 4/19/18
Program Name: Executive Office of Energy and Environmental Affairs Intern
Location/Address: 100 Cambridge Street, Suite 900, Boston, MA 02114

EEA INTERNSHIP POSITIONS ARE UNPAID

Brief Description of Intern Position:

The Executive Office of Energy and Environmental Affairs' (EEA) intern will work closely with the Executive Office staff to complete daily tasks as required. This will include research, collecting data, writing papers, and other administrative tasks. This position will allow exposure to all the work that EEA and its agencies (DEP, DFG, DCR, MDAR, DPU, DOER) do on a daily basis as there are a wide range of topics covered.

Description of Internship Duties:

- Coordinate Secretary initiatives; this will include conducting comparative research and drafting writing samples based on the findings.
- Collect, transfer and input data into excel spreadsheets
- Assist the Chief of Staff, Deputy Chief of Staff, and Executive Assistant to the Secretary with administrative tasks as required

Knowledge and Skills required:

- Proficient in Microsoft Office, especially Excel, Word and Outlook.
- Strong time-management and critical thinking skills
- Ability to gather information by examining records and documents and has a high attention to details.
- Ability to communicate effectively in oral expression and written instructions.
- Ability to attend to details sufficiently to ensure accuracy and comprehensiveness of work. Also, maintains accurate records.

Hours per week:

This part-time internship of 20-30 hours per week will be offered from June-August (dates are flexible)

Other relevant information:

It is unpaid and housing and transportation are the responsibility of the intern. Current undergraduate, graduate, or recently graduated students are encouraged to apply.

To apply for this position visit EEA's Website: <https://www.mass.gov/how-to/how-to-apply-for-an-internship-at-the-executive-office-of-energy-and-environmental-affairs>